



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Park Operations	State Park Interpreter II	549-830-2827-915
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Interpretation and Education	Digital Project Coordinator	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
PORTS	San Diego or Sacramento	
STATE HOUSING (Check only if required)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required		State Park Interpreter III
POSITION DESCRIPTION		
<p>The Interpretation and Education Division of California State Parks is guiding efforts to broaden access for K-12 students and the general public through the delivery of innovative interpretive and educational content, programs and tools. This position will coordinate and implement projects resulting from recent funding and initiatives. Under the direction of a State Park Interpreter III, this position will perform the more complex tasks related to interpretive project coordination, budgeting, contract management, and content development for distance learning programs and projects and innovative mobile and digital applications. This position will also lead the research and development of tools and systems to enhance interpretation through digital means and will test and report findings on feasibility and use within various state parks.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<p>PROJECT COORDINATION Under the direction of Interpretation and Education Division management, this position will research, scope and analyze project, and program ideas to advance innovative interpretive and distance learning technologies. This position will work collaboratively with division staff, the PORTS Team, IT staff, and field interpreters to plan and coordinate digital and technology-based educational and interpretive projects, implement innovative technologies, and improve distance learning systems and infrastructure. The Interpreter II will track interpretive project timelines and budgets, preparing and submitting report updates on a regular basis. This position will support digital education efforts already underway, including California Adventurer App, PORTS Distance Learning Program and a variety of educational content partner platforms including Microsoft's FLIP.</p>	
20%	<p>CONTENT CREATION Collaborate with department field staff to develop digital content pertaining to innovative interpretive and distance learning programs and projects. Review and assess digital content using interpretive principles to ensure the material is relevant and educational. Advise contractors on content development media and modality. Train and support staff in the techniques of digital interpretation and on the use of equipment, software, and cloud-based systems for interpretive content development and program delivery.</p>	
20%	<p>CONTRACTS Write and review scopes of work for interpretive projects and assist in budget development for project contracts. Work with Department divisions to secure and administer contracts. Serve as lead person for</p>	



Duty Statement

	the contractors. Communicate effectively with contractors and Department staff, informing management staff of issues in a timely manner.	
15%	RESEARCH AND DEVELOPMENT Research trends in and field test the use of innovative outreach tools, including equipment, and cloud-based applications. Develop and track systems to report results and develop outreach strategies for interpretive applications, programs, and projects.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Tasks may be located at assigned unit, or at partner institutions, or various community locations throughout state. Attendance at evening or weekend meetings or events may be required.		
SPECIAL REQUIREMENTS:		
Willingness to travel throughout the state and work irregular hours and weekends as needed. A valid California's driver's license is required for this position.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT: I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT: I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE